

INSTRUCTIONS FOR SUBMITTING MERIT CHAPTER AWARD APPLICATION

SOUTH DAKOTA FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA

- Purpose:** To recognize FCCLA Chapters that actively participate in local, state and national projects/activities.
- Due Date:** Postmarked by April 1 to Julie Bell, 239 NFA Box 2275A, SDSU, Brookings, SD 57007-0295.
- Application** \$7.00 must accompany the application (make check payable to SD FCCLA).

Evaluation Standard:

The chapter needs to be officially affiliated by November 1st in order to be eligible to receive the Chapter Merit Award.

Each chapter is required to provide all of the items listed in Section A Chapter Information PLUS receive 80% of the total possible points overall.

Recommendations/Considerations For Completing The Application:

The application should be a guideline to develop a comprehensive program of work for the chapter. Definitions and examples of required items can be found in the national publication FCCLA Chapter Handbook - CD. Credit will be given for activities planned and conducted from previous State Meeting to the State Meeting of the current school year. If an activity is submitted that will not be completed by the due date, the planning sheets and committee assignments should be submitted with the description of the project in order to receive points from the evaluation committee. It is recommended that the chapter provide evidence whenever possible. However, the intent of the recognition is not to be a modification of a manual or scrapbook.

Photocopies of forms, newspaper articles, and thank you notes, etc. are acceptable. A limited amount of such evidence is required. Be selective in providing this evidence.

It is recommended that the applicant organize the information in a format that is conducive to evaluating the application in an efficient manner. Numbering pages and compiling a table of contents is recommended. A suggested format for organizing the application would be:

Merit Chapter Award Evaluation Form
Chapter Profile
Section A--Chapter Information
Section B--Chapter Programs
Section C--District, State and National Programs
Section D--Public Relations

You need to use the form that is provided for the Chapter Profile. Computer replications of the Chapter Profile may be used. Form may be scanned using the same font size and space guidelines. Any variance from copy provided will result in disqualification. Please do not omit any information.

State Use Only
Postmark Date _____
Ck. Amt. \$ _____

REVISED CHAPTER PROFILE INFORMATION FORM

Due – April 1

Chapter Name: _____

School: _____ FCCLA District: _____

School Address: _____
(Street) (City) (State) (Zip Code)

School Phone Number: _____

Chapter Adviser: _____

Total Number of Members as of March 1st of the current year: _____

Attach Chapter Affiliation Form (affiliated by the deadline) and copy of check used for payment of dues.

List 3 FCCLA publications your chapter uses:

| Publication | Date of Publication |
|-------------|---------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Name of Advisory Committee and/or Chapter Parents:

| Name | Position/Title |
|-------|----------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

MERIT CHAPTER AWARD EVALUATION FORM

Due – April 1

| | Point Value | Points Awarded |
|---|-------------|----------------|
| <hr/> | | |
| A. Chapter Information - All items in this category are required. | | |
| 1. Chapter Profile Information Form (Used correct form) | 5 | _____ |
| 2. Chapter Program of Work | 20 | _____ |
| 3. Itemized Budget | 5 | _____ |
| 4. Chapter Bylaws (Updated within 5 years) | 5 | _____ |
| 5. Copy of Meeting Agenda and Minutes | | |
| a. First Semester | 5 | _____ |
| b. Second Semester | 5 | _____ |
| 6. Overall presentation (including, but not limited to spelling, grammar, neatness, etc.) | 5 | _____ |
| Total possible points: | 50 | |
| Total points awarded: | | _____ |

State committee comments:

B. Chapter Programs

| | | |
|---|----|-------|
| 1. List of standing and program committees and names of members involved | 5 | _____ |
| 2. Members completing STEP ONE (Provide list) | 5 | _____ |
| 3. Power of One (Provide list of members and modules completed) | 5 | _____ |
| 4. Fundraising Project (Include Planning Process) | 5 | _____ |
| 5. Special Observances of FCCLA related concerns (Provide evidence for a minimum of 2)(Earth Day, Nutrition Month, AIDS Week, National Family Week, etc.) | 20 | _____ |
| 6. Chapter participation in FCCLA projects (Provide evidence of 3 projects representative of National/State concerns such as Student Body, FACTS, Financial Fitness, Community Service, Career Connections, Families First, etc.) | 30 | _____ |
| 7. Member recognition (Explain method on attached sheet) | 10 | _____ |
| 8. National FCCLA Week (Provide evidence of activities) | 10 | _____ |
| 9. Overall Presentation (including, but not limited to spelling, grammar, neatness, etc.) | 5 | _____ |
| Total possible points: | 95 | |
| Total points awarded | | _____ |

State committee comments:

C. District, State and National Participation

- | | | |
|---|---------|-------|
| 1. District Meeting Attendance (attach copy of district meeting registration form) | 5 | _____ |
| 2. STAR Events (Including Illustrated Talk and Job Interview) participation to indicate 50% of member involvement (Provide list of members and event) | 10 | _____ |
| 3. State meeting attendance (Provide list of members attending) | 5 | _____ |
| 4. Officers/Peer Educators for the current year (provide names, positions, and years of service). | | |
| a. Member applying for a Peer Education Team for next year (2 pts. per candidate up to 6 pts.) | 2,4,6 | _____ |
| b. Officer Candidate (Not elected for a district, state, or National position) | 2 | _____ |
| c. District Officer (2 pts. per candidate) | 2 | _____ |
| d. Peer Education Team Member serving for current year (2 points per member) | 2, 4, 6 | _____ |
| e. State Officer | 2 | _____ |
| f. National Officer | 2 | _____ |
| 5. Leadership Camp, Cluster Meetings, Power Training, STOP Training, Rookie Training etc. (List members/adviser attending) | 5 | _____ |
| 6. Overall Presentation (including, but not limited to spelling, grammar, neatness, etc.) | 5 | _____ |

Total possible points:

42

Total points awarded:

State committee comments:

D. Public Relations

- | | | |
|---|-----------|-------|
| 1. State FCCLA Newsletter Article (Attach copy of article) | 5 | _____ |
| 2. National <i>Teen Times</i> Article (Attach copy of article) | 5 | _____ |
| 3. Local/Community Newspaper Article (Include a minimum of 3 throughout the Merit Chapter Application) | 15 | _____ |
| 4. Community Group/School Board Presentations (Show evidence of 3 different groups/media used--Public Relations Display, Radio or Television Coverage -- 5 points each) | 5, 10, 15 | _____ |
| 5. FCCLA Emblematic Material (List use) | 5 | _____ |
| 6. Legislative letters and contacts (Attach copies of letters, contacts, etc.) | 10 | _____ |
| 7. Overall Presentation (including, but not limited to spelling, grammar, neatness, etc.) | 5 | _____ |

Total possible points:

50

Total points awarded:

State Committee Comments:

Verification Signatures:

School Administrator:_____

Chapter President:_____

Chapter Adviser:_____